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City of Napavine
P.O. Box 810
Napavine, WA 98565
(360) 262-9231

City of Napavine

TITLE: DEPUTY CLERK
DEPARTMENT: CITY CLERK'S OFFICE
SUPERVISOR: CLERK-TREASURER
FLSA STATUS: UNION/JUST CAUSE

UNDER THE GENERAL DIRECTION OF THE CLERK-TREASURER VARIED SECRETARIAL AND CLERICAL SERVICES WHICH REQUIRES EXTENSIVE PUBLIC CONTACT AND INCLUDES A VARIETY OF ROUTINE CALCULATING, POSTING, COMPUTER AND TYPING DUTIES.

DEPUTY CLERK CLASS PERFORMS BASIC AND ADVANCED DUTIES IN THE AREA OF CLERICAL, ACCOUNTING, UTILITY ACCOUNTS, AND OTHER RELATED WORK. THE DEPUTY CITY CLERK ASSUMES THE RESPONSIBILITIES OF THE CITY CLERK/TREASURER IN THAT PERSON'S ABSENCE.

CONTROL OVER THE WORK

Work entails the exercise of independent judgment, initiative and discretion based on a knowledge of administrative and legislative policies and the municipal organization in performing legislative policies and the municipal organization in performing daily activities. Work is performed under supervision of the city clerk with a minimum of supervision in the performance of general services and administrative routines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Comprehensive knowledge of all city ordinances that relate to water and sewer billings. Understand rate structures and their calculation, telephone and personal contact with customers including credit arrangements for accounts in arrears.

Prepares individual billings on bimonthly water, sewer and garbage service charges. Prepares all documents and material necessary to file property liens or release property liens.

Prepares billings for labor and material projects and hookup fees, keeping an accurate ledger on payable and receivable, balancing all utility moneys collected on a weekly basis and receiving a clerk's receipt for same.

Responsible to administer personnel procedures as designated by Clerk-Treasurer and maintain records.

Ability to maintain courteous and tactful relations with the public while dealing with difficult situations, and/or refer to proper department.

Oversees operation of Clerk Assistant positions.

Assists Clerk-Treasurer with budget, payroll, annual report and other budgetary tasks.

Performs other related work as assigned and is qualified to be trained and willing to accept the responsibility of training for the Clerk-Treasurer position.

QUALIFICATIONS REQUIRED

Ability to maintain responsibility for a variety of activities without regular direction, formulate and implement sound clerical procedures; plan and meet deadlines; speak and write clearly; type accurately, computer knowledge, and maintaining records.

Completion of High School or the equivalent, preferable to have three years office experience in bookkeeping, computer, typing and filing.

10/06